

## Project Cost and Scope Profiles (Form C-1\_S-1)

The intent of the S-1 form is to allow agencies to determine the project's budget and define the project scope. In addition to the narrative sections, one especially useful section of the S-1 is the "Space Plan" which asks the users to define the various types of spaces needed, the number of users, and any special equipment requirements.

The form was designed for agencies to complete without having to hire a design consultant. If an agency is understaffed or is proposing a particularly complex project, it is not precluded from using an outside firm to assist them in completing this form, but the requesting user at most agencies should be able to easily complete the S-1 form with some assistance from their in-house facility management or capital outlay staff. If you need further assistance, feel free to contact your assigned reviewer in the Department of General Services' Bureau of Capital Outlay Management (BCOM), who may be able to assist you with these worksheets.

The S-1 form was designed to be more than a budget development document. The S-1 was also designed to serve as the baseline scope definition document that the agency can provide to their architecture and engineering design consultant (A/E) as part of the A/E Contract for design phase services. The S-1 gives the agency's design consultant a blueprint or roadmap to further develop the project scope during the schematic design. Rather than a full-blown "programming" exercise for the agency and their A/E, a well-documented S-1 form allows for a more concise and efficient "program refinement" during schematic design. In completing the S-1 form, the agency has a more involved role in defining the project scope and therefore has a greater commitment (or "buy in") to it. Just by going through the scope definition process, the agency should be able to communicate its program needs to the design consultants.

These interrelated S-1 and C-1 forms have been combined into a single Excel spreadsheet document. You need to describe all unique aspects, conditions, and proposed design features that may influence the project's cost. Failure to do so may result in understating the amount of funds needed to complete the project. Please return the electronic version of the Excel file, rather than a paper or pdf file.

Agencies should submit **all** cost-related backup material supporting project cost and design information. If this backup information cannot be submitted electronically, it should be mailed to the Capital Submissions Clerk at DPB (see Section IV of these instructions). For example, if a schematic or preliminary estimate, a life cycle cost analysis, or a value engineering study has been prepared for the project, then this data should be submitted. Likewise, if a listing of comparable projects and associated costs has been developed, this material should be provided. Also, any supporting design data such as feasibility studies, schematic design documents, or preliminary design documents completed but not already submitted to BCOM should be included. This backup material will help DPB and BCOM evaluate the reasonableness of the proposed project budget and the appropriateness of the proposed technical solution.